

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Computerized Office Essentials

2015

COE2 Curriculum Modification for 2015-16


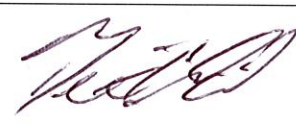
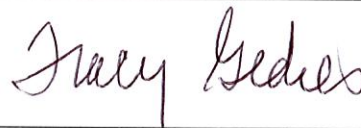
Fanshawe College

Follow this and additional works at: https://first.fanshawec.ca/cae_woodstockoxford_compofficeessentials_documentation

DEGREE AUDIT CHANGE FORM

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

Program Requiring Changes

| | | |
|--|---|---|
| Program Title: Computerized Office Essentials | | |
| Program Number: COE2 | Date Submitted: 5/13/2015 | |
| Dean responsible for program: David Belford | Chair: Jim Edwards | |
| Credential Provided: <input checked="" type="checkbox"/> Local Certificate <input type="checkbox"/> Ont. College Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Adv. Diploma <input type="checkbox"/> Degree | | |
| Program Intakes: <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S Other: Cont. | Catalogue Year(s) Impacted: 20156 | |
| Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met | Date of Last Program Review: 6/21/2012 | |
| <i>I have read the reasons for the change and...</i> | | <i>Signature and date</i> |
| Dean of Faculty (responsible for program): David Belford | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve |  |
| Dean of Faculty (impacted by change): Susan Cluett | <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve | |
| Dean of Faculty (impacted by change): | <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve | |
| Associate Vice President Academic (required for major changes and late DAs): | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve |  06/04/15 |
| Director, Centre for Academic Excellence: | <input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support |  06/04/15 |
| Office of the Registrar: | <input type="checkbox"/> Supports <input type="checkbox"/> Does Not Support | |

Degree Audit Report

Catalog: 2015/2016

| | |
|---|---|
| Program: COE2 | Name: Computerized Office Essentials |
| Department: BMG - Continuing Education | |
| Academic Level: CE | |
| CCD: 6 - Locally Determined-Min 300 Hrs | |
| Credential: Certificate | |
| Grade Scheme: LG2 | |
| Major: COE2 - Computerized Office Essentials | Div: CED - Faculty of Regional & Continuing Ed |
| Co-Op Indicator: N/A | |

Academic Program Requirement

| | |
|-------------------------------|-----------------------------------|
| Total Credits: 22.50 | Residency Reqmt: 6.00 |
| GPA Requirement: 2.000 | Residency Reqmt GPA: 2.000 |
| Minimum Grade: D | |

Academic Requirement: COE2.15 Computerized Office Essentials

Major: COE2
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

| | | Total Hours | Total Credits | GE |
|-----------|-------------------|------------------------|--------------------------|-----------|
| COMP-1075 | Outlook - Level I | 15.00 | 0.50 | |

Group 2

Take COMP-1359 or OFAD-1008

| | | Total Hours | Total Credits | GE |
|-----------|---------------------------|------------------------|--------------------------|-----------|
| COMP-1359 | Keyboarding Essentials | 15.00 | 1.00 | |
| OFAD-1008 | Keyboarding for Computers | 42.00 | 3.00 | |

Group 3

Take COMP-1460 or COMP-1016

| | | Total Hours | Total Credits | GE |
|-----------|-------------------------------|------------------------|--------------------------|-----------|
| COMP-1460 | PC Hardware & File Management | 24.00 | 2.00 | |
| COMP-1016 | Introduction to Computers | 42.00 | 3.00 | |

Group 4

Take COMP-1461 or COMP-1021

| | | Total Hours | Total Credits | GE |
|-----------|--------------------------|------------------------|--------------------------|-----------|
| COMP-1461 | Wordprocessing With Word | 30.00 | 2.00 | |
| COMP-1021 | MS Word | 30.00 | 2.00 | |

Group 5

Take COMP-1462 or COMP-1492

| | | Total Hours | Total Credits | GE |
|-----------|--------------------------|------------------------|--------------------------|-----------|
| COMP-1462 | Spreadsheets Using Excel | 30.00 | 2.00 | |
| COMP-1492 | Excel | 42.00 | 3.00 | |

Group 6

Degree Audit Report

Take ACCT-1094 or COMP-1418

| | | Total Hours | Total Credits | GE |
|-----------|-------------------------|------------------------|--------------------------|-----------|
| ACCT-1094 | Computerized Accounting | 50.00 | 3.00 | |
| COMP-1418 | Quickbooks-Intro | 42.00 | 3.00 | |

Group 7

Take COMP-1465 or COMP-1154

| | | Total Hours | Total Credits | GE |
|-----------|------------------------------------|------------------------|--------------------------|-----------|
| COMP-1465 | Desktop Publishing & Presentation | 36.00 | 3.00 | |
| COMP-1154 | Presentations & Desktop Publishing | 40.00 | 3.00 | |

Group 8

Take COMP-1466 or COMP-1337

| | | Total Hours | Total Credits | GE |
|-----------|----------------------------------|------------------------|--------------------------|-----------|
| COMP-1466 | Integrating MS Office | 30.00 | 2.00 | |
| COMP-1337 | Software Application Integration | 30.00 | 2.00 | |

Group 9

Take COMP-1467, COMP-1436 or COMP-1477

| | | Total Hours | Total Credits | GE |
|-----------|-----------|------------------------|--------------------------|-----------|
| COMP-1467 | Windows | 30.00 | 2.00 | |
| COMP-1436 | Windows 7 | 30.00 | 2.00 | |
| COMP-1477 | Windows 8 | 30.00 | 2.00 | |

Group 10

Take MGMT-1166 or MGMT-1194

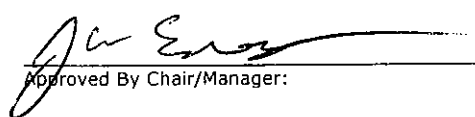
| | | Total Hours | Total Credits | GE |
|-----------|---|------------------------|--------------------------|-----------|
| MGMT-1166 | Customer Service & Office Etiquette | 30.00 | 2.00 | |
| MGMT-1194 | Building&Maintaining Customer Relations | 48.00 | 3.00 | |

Group 11

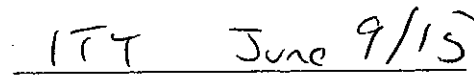
| | | Total Hours | Total Credits | GE |
|-------------------------------|----------------------------------|------------------------|--------------------------|-----------|
| REMOVE → BUSI-1160 | Managing Social Media | 45.00 | 3.00 | |
| ADD → MKTG-1087 | Social Media Marketing | 45.00 | 3.00 | |

Subrequirement: Program Residency

Students Must Complete a Minimum of 6 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program



Approved By Chair/Manager:



Department and Date:

Approved by Dean:

Date:

General Education Approved By(as appropriate):

Date:

Hansen-Kohls, Laura

From: Harrison, Mary
Sent: Wednesday, June 03, 2015 8:56 AM
To: Gedies, Tracy
Cc: Hansen-Kohls, Laura
Subject: DA Change: Computerized Office Essentials

Hi Tracy,

I'm writing to explain a late DA change request form that you will receive from Laura Hansen-Kohls, IT ASC, for Computerized Office Essentials (Local Cert).

One of the recommendations from the 2012 program review of Computerized Office Essentials (COE2) was to include a Vocational Learning Outcome addressing social media. As a result of the new VLO, a new course had to be added to the DA. The course originally selected to address the social media VLO was called "Managing Social Media" (BUSI-1160) and was under development by another host college via OntarioLearn. That course was added to the 20156 DA for COE2. However, when the course was developed, it turned out to have a prerequisite which Fanshawe does not offer and which was not appropriate for inclusion in COE2. Laura therefore needed to find another course which would fulfil the social media VLO and replace BUSI-1160 on the COE2 DA. Laura found a course hosted by St. Lawrence titled "Social Media Marketing" and received a Fanshawe course code of MKTG-1087 for that course. The new course does not have prerequisites and has course learning outcomes regarding uses of social media for marketing and organizational communications. We propose to replace BUSI-1160 with MKTG-1087 on the 20156 DA report. Because BUSI-1160 was included in the program on the 20156 DA report for the first time, that course has never been advertised as part of the program; however, due to course guide deadlines, Laura has included BUSI-1160 in the Fall, 2015 course guide (without indicating any offerings), but can inquire about changing the code before the guide goes to press if the late DA change is approved. She didn't want to leave the course out of the guide because she felt that would be misleading to students, suggesting one less course they would need to complete to finish the program.

Laura has touched base with the CE contacts at the regional campuses and sites who also offer COE2. She is presently securing Dean signatures (David and Susan) for the change and we'll submit the form soon. We'll include this email in the package.

Please let me know if you have any questions.

Thanks,
Mary

Mary J. Harrison, PhD
Curriculum Consultant

1001 Fanshawe College Blvd. London, ON N5Y 5R6
T: 519-452-4430 x4097
mjharrison@fanshawec.ca
www.fanshawec.ca



DEGREE AUDIT CHANGE FORM

RECEIVED

DEC 0-1 2014

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

Office of the Registrar

Program Requiring Changes

| | | |
|--|---|--------------------------------|
| Program Title: Computerized Office Essentials | | |
| Program Number: COE2 | Date Submitted: 11/14/2014 | |
| Dean responsible for program: Susan Cluett | Chair: Bruce Smith | |
| Credential Provided: <input checked="" type="checkbox"/> Local Certificate <input type="checkbox"/> Ont. College Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Adv. Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Declaration of Academic Achievement | | |
| Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S Other: | Catalogue Year(s) Impacted: 2015/2016 | |
| Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met | Date of Last Program Review: Click here to enter a date. Dec 13, 2012 | |
| <i>I have read the reasons for the change and...</i> | | <i>Signature and date</i> |
| Dean of Faculty (responsible for program): | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve | <i>S. Cluett Nov 25/14</i> |
| Dean of Faculty (impacted by change): | <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve | |
| Dean of Faculty (impacted by change): | <input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve | |
| Associate Vice President Academic (required for major changes and late DAs): | <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve | <i>Michael 01/22/15</i> |
| Director, Centre for Academic Excellence: | <input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support | <i>Judy Geddes Jan. 20/15.</i> |
| Office of the Registrar: | <input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support | <i>Donna</i> |

mapping incomplete

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

- 1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).

Hours for course changed via OntarioLearn

2.0 Reason/Rationale for Changes

- 2.1 The reason for the change is based on:

- ☒ A recent program review
- ☐ College Advisory Committee feedback
- ☐ Program Advisory Committee feedback
- ☐ Student feedback
- ☐ KPI results
- ☐ Accreditation or other regulatory requirements
- ☐ Shared curriculum
- ☐ Trends in the field/industry
- ☒ Other (please describe): Hours changed for course

- 2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- ☒ Yes
- ☐ No (If no, please explain)

- 2.3 What strategic goal(s) does the proposed change support?

- ☐ Goal 1 - Enrolment growth
- ☒ Goal 2 - Flexible delivery options
- ☒ Goal 3 - Premier student experience
- ☐ Goal 4 - Sustainable College life

3.0 Students

- 3.1 Will the change affect the cost of the program for students?

- ☒ Yes
- ☐ No

- 3.2 If yes, there will be an additional cost for:

- ☐ Materials (Include details):
- ☐ Equipment (Include details):
- ☒ Other (Please describe): Course fees

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B)

☒ Yes

☐ No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

☒ No

☐ Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

☒ No

☐ Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

☐ Tourism and Hospitality

☐ Information Technology

☐ Lawrence Kinlin School of Business

☐ Health Sciences

☐ Human Services

☐ Nursing

☐ Design

☐ Language and Liberal Studies

☐ Contemporary Media

☐ Building Technology

☐ Applied Sciences and Technology

☐ Transportation Technology

☒ Continuing Education

☒ Oxford County Campus

☒ James N. Allan Campus

☒ St. Thomas Campus

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions?
(Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

☒ No

☐ Yes (If yes, please explain)

5.4 What discussions have been initiated with these programs/institutions regarding the changes? None

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- ☒ No
☐ Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- ☒ No
☐ Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- ☒ No
☐ Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies/practices?

- ☒ Yes
☐ No (If no, please explain)

7.2 Indicate:

- i) Total program hours before proposed change: 312
ii) Total program hours after proposed change: 327
iii) Level(s) in which the proposed change(s) occurs: 1

7.2.1 Are the total program hours consistent with the requirements as listed below?

- ☒ Yes
☐ No (If no, please explain)
☐ NA - DOAA

| | |
|---|--|
| Local Certificate - 300 hours | Ontario College Certificate - 600 hours |
| Diploma - 1200 to 1400 hours | Advanced Diploma - 1800 to 2000 hours |
| Graduate Certificate - 600 hours | |

7.3 Will the program meet the General Education requirements (Policy 2-B-02) as listed below?

- ☐ No
☒ Yes
☐ NA - DOAA

| | | |
|---|--|---|
| Local Certificate, Ontario College Certificate and Graduate Certificate - none required) | Diploma - 3 required (minimum of 1 must be an elective) | Advanced Diploma - 4 required (minimum of 2 must be electives) |
|---|--|---|

7.4 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions.

- ☐ No
☒ Yes

Note: In accordance with POLICY NUMBER: 2-B-17 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

APPENDIX A: PROPOSED DEGREE AUDIT CHANGES

| Course Code | Existing DA courses | Total Hours | Total Credits | | | | | |
|---------------|----------------------------|-------------|---------------|--|-----------|-----------------------|----|---|
| Level 1 | | | | | | | | |
| COMP-1023 | MS Excel | 30 | 2 | New course code due to change in hours | COMP-1492 | MS Excel | 42 | 3 |
| COMP-1463 | Database with Access-Intro | 30 | 2 | Remove as per program review | | | | |
| COMP-1022 | MS Access | 30 | 2 | Remove as per program review | | | | |
| | | | | Add as per program review | BUSI-1160 | Managing Social Media | 45 | 3 |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | | 90 | 6 | TOTAL | | | 87 | 6 |
| Level 2 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | | 0 | 0 | TOTAL | | | 0 | 0 |
| Level 3 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | | 0 | 0 | TOTAL | | | 0 | 0 |
| Level 4 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | | 0 | 0 | TOTAL | | | 0 | 0 |
| Level 5 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | | 0 | 0 | TOTAL | | | 0 | 0 |
| Level 6 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | | 0 | 0 | TOTAL | | | 0 | 0 |
| PROGRAM TOTAL | | 90 | 6 | PROGRAM TOTAL | | | 87 | 6 |

Degree Audit Report

Catalog: 2015/2016

Program: COE2
Department: BMG - Continuing Education
Academic Level: CE
CCD: 6 - Locally Determined-Min 300 Hrs
Credential: Certificate

Grade Scheme: LG2
Major: COE2 - Computerized Office Essentials
Co-Op Indicator: N/A

Name: Computerized Office Essentials

Div: CED - Faculty of Regional & Continuing Ed

Academic Program Requirement

Total Credits: ~~21.50~~ 22.50
GPA Requirement: 2.000
Minimum Grade: D

Residency Reqmt: 6.00
Residency Reqmt GPA: 2.000

Academic Requirement: COE2.15 Computerized Office Essentials

Major: COE2
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:
 Group 1

| | | Total Hours | Total Credits | GE |
|-----------|-------------------|----------------|------------------|----|
| COMP-1075 | Outlook - Level I | 15.00 | 0.50 | |

Group 2
 Take COMP-1359 or OFAD-1008

| | | Total Hours | Total Credits | GE |
|-----------|---------------------------|----------------|------------------|----|
| COMP-1359 | Keyboarding Essentials | 15.00 | 1.00 | |
| OFAD-1008 | Keyboarding for Computers | 42.00 | 3.00 | |

Group 3
 Take COMP-1460 or COMP-1016

| | | Total Hours | Total Credits | GE |
|-----------|-------------------------------|----------------|------------------|----|
| COMP-1460 | PC Hardware & File Management | 24.00 | 2.00 | |
| COMP-1016 | Introduction to Computers | 42.00 | 3.00 | |

Group 4
 Take COMP-1461 or COMP-1021

| | | Total Hours | Total Credits | GE |
|-----------|--------------------------|----------------|------------------|----|
| COMP-1461 | Wordprocessing With Word | 30.00 | 2.00 | |
| COMP-1021 | Ms Word | 30.00 | 2.00 | |

Group 5
 Take COMP-1462 or COMP-1025

| | | Total Hours | Total Credits | GE |
|-----------|--------------------------|----------------|------------------|----|
| COMP-1462 | Spreadsheets Using Excel | 30.00 | 2.00 | |
| COMP-1025 | Ms Excel | 30.00 | 2.00 | |

Group 6

1492
 42.00 3.00

Degree Audit Report

Take COMP-1463 or COMP-1022

COMP-1463

COMP-1022

Database With Access-Intro

Ms Access

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 30.00 | 2.00 | |
| 30.00 | 2.00 | |

Group 7

Take ACCT-1094 or COMP-1418

ACCT-1094

COMP-1418

Computerized Accounting

Quickbooks-Intro

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 50.00 | 3.00 | |
| 42.00 | 3.00 | |

Group 8

Take COMP-1465 or COMP-1154

COMP-1465

COMP-1154

Desktop Publishing & Presentation

Presentations & Desktop Publishing

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 36.00 | 3.00 | |
| 40.00 | 3.00 | |

Group 9

Take COMP-1466 or COMP-1337

COMP-1466

COMP-1337

Integrating MS Office

Software Application Integration

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 30.00 | 2.00 | |
| 30.00 | 2.00 | |

Group 10

Take COMP-1467, COMP-1436 or COMP-1477

COMP-1467

COMP-1436

COMP-1477

Windows

Windows 7

Windows 8

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 30.00 | 2.00 | |
| 30.00 | 2.00 | |
| 30.00 | 2.00 | |

Group 11

Take MGMT-1166 or MGMT-1194

MGMT-1166

MGMT-1194

Customer Service & Office Etiquette

Building&Maintaining Customer Relations

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 30.00 | 2.00 | |
| 48.00 | 3.00 | |

Subrequirement: Program Residency

Students Must Complete a Minimum of 6 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

Approved By Chair/Manager:

Approved by Dean:

General Education Approved By(as appropriate):

Department and Date:

Date:

Date:

B051-1160

Add: Managing Social Media

45 hr 3.00 credits

BM6 - NOV 25/14.

Nov 25/14

d/22/15

| PROGRAM MAPPING (Computerized Office Essentials - CE) | | COMPULSORY COURSES | | | | | | |
|---|--|----------------------------------|---|------------------------------------|-----------------------------------|---------------------------------|-----------------------------------|-----------------------------|
| PROGRAM VOCATIONAL LEARNING OUTCOMES | | COMP-1359 Keyboarding Essentials | COMP-1065 PC Hardware & File Management | COMP-1246 Wordprocessing With Word | COMP-1247 Spreadsheet Using Excel | BUSI-1160 Managing Social Media | COMP-1066 Computerized Accounting | COMP-1075 Outlook - Level 1 |
| The graduate has reliably demonstrated the ability to: | | | | | | | | |
| 1. Manage files using appropriate operating systems | | | X | | | | | |
| 2. Build and maintain properly formatted documents in a timely manner using word program(s) such as Microsoft Word | | X | | X | | | | |
| 3. Build and maintain properly formatted documents in a timely manner using spreadsheets program(s) such as Microsoft Excel | | X | | | X | | | |
| 4. Develop a Social Media Strategy applicable to the customer service function within an organization. | | | | | | X | | |
| 5. Manage and work within an email platform such as Outlook | | X | | | | | | X |
| 6. Create marketing documents using a design program such as Microsoft Publisher or Adobe | | X | | | | | | |
| 7. Create a media presentation using design software such as Microsoft PowerPoint | | X | | | | | | |
| 8. Maintain and manage accounting ledgers for a small company | | X | | | | | X | |
| 9. Integrate documents and text between various office programs such as Microsoft Excel, Access and Word | | X | | X | | | | |
| 10. Describe strategies to establish and maintain positive customer relationships | | | | | | | | |
| TOTAL # OF OUTCOMES EVALUATED BY EACH COURSE | | 7 | 1 | 2 | 1 | 1 | 1 | 1 |
| V = Vocational Courses E = Essential Employability Skills Courses | | | | | | | | |
| GM = General Education (mandatory) G = General Education (elective) | | | | | | | | |

NB - Only indicate the outcomes that are Taught & Evaluated (TE or TRE) in a course

PROGRAM COORDINATOR:

ACADEMIC CHAIR:

Date Completed: April 4, 2012

Analysis of Mapping Results:

Degree Audit Report

Catalog: 2015/2016

Program: COE2

Name: Computerized Office Essentials

Department: ITY - Information Technology

Academic Level: CE

CCD: 6 - Locally Determined-Min 300 Hrs

Credential: Certificate

Grade Scheme: LG2

Major: COE2 - Computerized Office Essentials

Div: CED - Faculty of Regional & Continuing Ed

Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 22.50

Residency Reqmt: 6.00

GPA Requirement: 2.000

Residency Reqmt GPA: 2.000

Minimum Grade: D

Academic Requirement: COE2.15 Computerized Office Essentials

Major: COE2

Grade Scheme: LG2

Minimum GPA: 2.000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Group 1

COMP-1075

Outlook - Level I

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 15.00 | 0.50 | |

Group 2

Take COMP-1359 or OFAD-1008

COMP-1359

Keyboarding Essentials

OFAD-1008

Keyboarding for Computers

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 15.00 | 1.00 | |
| 42.00 | 3.00 | |

Group 3

Take COMP-1460 or COMP-1016

COMP-1460

PC Hardware & File Management

COMP-1016

Introduction to Computers

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 24.00 | 2.00 | |
| 42.00 | 3.00 | |

Group 4

Take COMP-1461 or COMP-1021

COMP-1461

Wordprocessing With Word

COMP-1021

MS Word

COMP-1491

ms word

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 30.00 | 2.00 | |
| 30.00 | 2.00 | |
| 30.00 | | |

Group 5

Take COMP-1462 or COMP-1492

COMP-1462

Spreadsheets Using Excel

COMP-1492

Excel

| Total Hours | Total Credits | GE |
|-------------|---------------|----|
| 30.00 | 2.00 | |
| 42.00 | 3.00 | |

Group 6

Degree Audit Report

Take ACCT-1094 or COMP-1418

| | | Total Hours | Total Credits | GE |
|-----------|-------------------------|----------------|------------------|----|
| ACCT-1094 | Computerized Accounting | 50.00 | 3.00 | |
| COMP-1418 | Quickbooks-Intro | 42.00 | 3.00 | |

Group 7

Take COMP-1465 or COMP-1154

| | | Total Hours | Total Credits | GE |
|-----------|------------------------------------|----------------|------------------|----|
| COMP-1465 | Desktop Publishing & Presentation | 36.00 | 3.00 | |
| COMP-1154 | Presentations & Desktop Publishing | 40.00 | 3.00 | |

Group 8

Take COMP-1466 or COMP-1337

| | | Total Hours | Total Credits | GE |
|-----------|----------------------------------|----------------|------------------|----|
| COMP-1466 | Integrating MS Office | 30.00 | 2.00 | |
| COMP-1337 | Software Application Integration | 30.00 | 2.00 | |

Group 9

Take COMP-1467, COMP-1436 or COMP-1477

| | | Total Hours | Total Credits | GE |
|-----------|-----------|----------------|------------------|----|
| COMP-1467 | Windows | 30.00 | 2.00 | |
| COMP-1436 | Windows 7 | 30.00 | 2.00 | |
| COMP-1477 | Windows 8 | 30.00 | 2.00 | |

Group 10

Take MGMT-1166 or MGMT-1194

| | | Total Hours | Total Credits | GE |
|-----------|---|----------------|------------------|----|
| MGMT-1166 | Customer Service & Office Etiquette | 30.00 | 2.00 | |
| MGMT-1194 | Building&Maintaining Customer Relations | 48.00 | 3.00 | |

Group 11

| | | Total Hours | Total Credits | GE |
|-----------|------------------------|----------------|------------------|----|
| MKTG-1087 | Social Media Marketing | 45.00 | 3.00 | |

Subrequirement: Program Residency

Students Must Complete a Minimum of 6 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

Approved By Chair/Manager:

R. Belfrage

Approved by Dean:

Department and Date:

July 14/15

Date:

General Education Approved By(as appropriate):

Date:

MP
07/16/15

Harrison, Mary

From: Harrison, Mary
Sent: Thursday, July 09, 2015 2:51 PM
To: Gedies, Tracy
Cc: Hansen-Kohls, Laura
Subject: COE2 & MOP1

Dear Tracy,

I'm writing to explain a late DA change request for Computerized Office Essentials (COE2) and Microsoft Office Professional (MOP1). Each program picks up a MS Word course via OntarioLearn which is hosted by Loyalist College. The Fanshawe course code for that course was COMP-1021. However, Loyalist recently changed the course hours, and as a result Fanshawe needed a new course code. COMP-1021 appears on the DAs for COE2 and MOP1, and it now needs to be replaced with COMP-1491 on each DA to reflect the change in hours.

Thank you,
Mary

Mary J. Harrison, PhD
Curriculum Consultant

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